



EMPLOYMENT OPPORTUNITY

1. RPA #	CCFC -016
ANALYST'S INITIALS	MM
DATE	05/18/06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Senior Info Sys Analyst (Spec)	POSITION NUMBER 319-001-1337-900	TENURE PERMANENT	TIME BASE Full Time	CBID S01
OFFICE OF TECHNOLOGY RESOURCES	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$5,206 TO \$6,327
SEND APPLICATION TO: First 5 California 501 J Street, Suite 530 Sacramento, CA 95814 Attn: Lupe Almer	REPORTING LOCATION OF POSITION 501 J Street, Suite 530, Sacramento			
	SHIFT AND WORKING HOURS DAYS - 8:00 AM – 5:00 PM			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 323-0056	PUBLIC PHONE NUMBER () -		
	SUPERVISED BY AND CLASS TITLE Kris Perry, Executive Director			
			FILE BY 6/15/06	

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

Under the general direction of the Executive Director, this position will act as the Commission's Chief Information Officer. This position will serve as the Chief Technology and Strategic Planning for the First 5 California Children & Families Commission (CCFC) and will be responsible for performing the most complex and sensitive analytical assignments related to the development, planning, initiation and support of the IT environment for the CCFC.

ESSENTIAL FUNCTIONS

As a member of CCFC Executive Staff, this position will serve as the Technical Advisor to the CCFC Executive Director and management on all technology issues.

Lead Capacity: In order to act as lead person over the CCFC Technology & Strategic Planning (TSP) technical staff in the performance of CCFC information systems tasks and in accordance with State and CCFC personnel policies, procedures and bargaining unit contracts this position:

- Plans, directs and coordinates staff activities, using CCFC management standards and guidelines.
- Assigns workload to Unit staff and provides comprehensive expectations on assignments, tasks and desired outcomes.
- Assigns projects and consistently reviews for accuracy and completeness.
- Makes recommendations for the hiring, promotion and retention of qualified employees.
- Assesses and provides staff training, methods, priorities and deadlines, and makes recommendations to management on formal training plans necessary to perform tasks effectively.

Program Management: In order to manage and coordinate the daily operations of the CCFC TSP by providing direction, guidance and leadership to staff, in accordance with CCFC policies, procedures and processes for IT management.

- Develops and monitors a comprehensive multi-year IT strategic plan using industry standard strategic planning methodologies, ensuring the plans is in alignment with CCFC IT and business strategic plan

CLASS TITLE	POSITION NUMBER	RPA NUMBER	FILE BY
Senior Info Sys Analyst-Specialist	306-066-1337-900	016 CCFC	6/15/06

- Develops and implements short and long-term organizational goals, objectives, policies and operating procedures (derived from the strategic plan); monitors and evaluates operational effectiveness and continuously implements process improvements
- Establishes performance metrics, defines the relationship to the strategic plan and communicates those measurements to staff, peers and management
- Develops and communicates program IT strategies, goals, objectives and expectations to management, staff, and peers
- Develops the annual work unit budget, and monitors and manages those fiscal resources throughout the year
- Consistently seeks improvements to the IT environment, policies and procedures to achieve operational economies and efficiencies
- Ensures that the solutions provided to staff and management are consistent with CCFC IT Standards and Information Security Policies and Procedures to minimize risk and optimize performance
- Oversees preparations for the IT Surplus Property, including directing staff in wiping computer hard drives to the DOD security standard ensuring no loss of confidential, sensitive or personal data.

Project Management: As CCFC Chief of Information Technology and in order to manage the variety of projects undertaken by the CCFC with IT needs, and to ensure that project priorities are met while balancing current and future needs, the incumbent utilizes project management tools and methodologies as defined with industry and CCFC project standards:

- Acting as lead for CCFC's technology needs, this position will ensure proactive communication with State Commission and management to keep them abreast of project status using project meetings, e-mail and status reports in accordance with the CCFC management policies
- In Executive Staff meeting will apprise management of the status and progress of work unit operations, programs and projects
- Develops procedures and methodologies outlining the steps to follow to complete projects and assignments by developing project implementation timelines, action plans and work unit procedures
- Oversees the performance of contractors and consultants in order to ensure that desired levels of service are provided
- Maintains project management schedules by updating and revising activity and milestone schedules, resource requirements and other task-related information in order to ensure accurate, updated project information and statistics
- Identifies problems and issues, and recommends solutions to CCFC management, that impact the progress of work projects and assignments by identifying time constraints, resource limitations, scheduling conflicts and scope creep
- Identifies and resolves problems related to the completion of work projects by modifying schedules, adjusting deliverable dates, altering resource allocations in order to ensure timely resolution and minimize impact
- Prioritizes and schedules work to be completed by the work team by developing action plans for assignments and determines the assignment and order of project steps to be completed by each team member
- Resolves conflicting priority requests for work unit services and products required by various departmental programs

County Commission IT Advisor: In order to provide IT technical assistance in accordance with the California Children and Families First Act, this position will serve as lead advisor to the various county commissions on the development of strategic IT plans as they relate to the provision of CCFC services. This will include technical review and assistance of the IT infrastructure and required at the county commission level and, when required technical research and review of IT interfaces between the county commissions and the respective county IT Enterprise Architecture. In conjunction with these duties, the incumbent will be actively involved in the review of the annual county strategic plans for the provision of CCFC related services. Works with county commissions and appropriate state agencies to ensure that data management methods are conducive to growth in data sharing and comprehensive client/case measurement.

Strategic Planning: In order to meet CCFC goals and objectives, and to educate executive team about potential impacts of existing technology as well as emerging systems and trends, this position will participate in CCFC strategic planning efforts in compliance of the Children and Families First Act.

Operational Recovery Plan: Develops and tests the CCFC IT Operational Recovery Plan for the CCFC mission critical systems and databases.

CLASS TITLE Senior Info Sys Analyst-Specialist	POSITION NUMBER 306-066-1337-900	RPA NUMBER 016 CCFC	FILE BY 6/15/06
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MARGINAL FUNCTIONS

Advises management, staff on matters regarding IT trends and best practices of desktop and workgroup solutions in order to maintain operational readiness and to continuously prepare for future technologies in compliance with CCFC IT Standards, Asset Management and Security policies and procedures, and related Department of Finance and State Administrative Manual requirements.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles of personnel management, supervision, training, public administration, organization, and management; information technology systems equipment, software, and practices; analytical techniques; technical report writing; the department's Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives.

Ability to:

Supervise technical personnel; effectively contribute to the department's equal employment objectives, analyze information and situations, identify and solve problems, reason logically and draw valid conclusions; develop effective solutions; apply creative thinking in the design of methods of processing information with information technology systems; monitor and resolve problems with information technology systems hardware, software, and processes; establish and maintain effective working relationships with others; communicate effectively.

DESIRABLE QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS

- Experience with application, web, and database development projects in a lead or supervisory capacity.
- Must understand technical skills (design, development, programming, and maintenance) as well as possess knowledge of applicable hardware and software.
- Demonstrate a service oriented, customer relations-sensitive attitude.
- Must understand the importance of meeting business needs through innovative solutions.
- Willingness as a leader to do routine or detailed work in order to learn the practical application of administrative principles.

ADDITIONAL QUALIFICATIONS

- Ability to act independently, be open-minded and flexible to other ideas and solutions, and be tactful.
- Ability to communicate effectively orally and in writing.
- Ability to handle multiple tasks, be creative, highly motivated and handle rapidly changing priorities and demonstrate leadership ability.
- Knowledge of the DGS technology environment.

INTERPERSONAL SKILLS

- Ability to act tactfully in difficult situations, negotiate and resolve issues without confrontation, follow, lead and coach others, and communicate in a clear and concise manner.
- Ability to make presentations at the appropriate level.
- Ability to identify, define and articulate issues and risks and also track, facilitate and monitor their resolution.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Professional office environment
- Present self professionally and according to current policy
- Effectively handle stress and deadlines
- Make presentations to other managers and supervisors
- Consistently exercise a high degree of independence
- Use a PC to communicate and prepare written materials